

To evaluate your students' portfolios, follow these steps:

1. Click on the PORTFOLIOS tab at the top left of your Tk20 screen.

UNIVERSITY of West Georgia

Help Logout

Tk20

Home Portfolios

Home <<

Tasks

Preferences

Welcome, [redacted]

Recent Messages

Name	From	Received
There are no messages in your inbox.		

Pending Tasks

Name	Type	From	Received	Due Date
Evaluate IT Ed.S.Portfolio- Summer 2013 Admissions	Portfolio Review	[redacted]	06/17/2014	07/22/2016
Evaluate IT Ed.S.Portfolio- SP14 Admissions	Portfolio Review	[redacted]	06/17/2014	03/28/2016
Evaluate IT Ed.S.Portfolio- Fall 2013 Admissions	Portfolio Review	[redacted]	06/17/2014	12/16/2016
Evaluate IT Ed.S.Portfolio- Fall 2013 Admissions	Portfolio Review	[redacted]	06/17/2014	12/16/2016

2. Next, click on the PORTFOLIO ASSESSMENTS in the side menu.



Home Portfolios

Portfolios



Portfolios

Browse

Portfolio Assessments

Browse Portfolios

Browse Portfolios

There are no portfolios.

3. You will then see a list of all portfolios you need to assess. Click on the student's name to access their portfolio.

- Portfolios <<
- Portfolios
- Portfolio Assessments**
- Browse
- Search
- Edit Folders

Portfolios I Assess

Portfolios I Assess

Move to Folder: ▼

	Name	Portfolio Title	Template	Submit Date	Status	Sent By
<input type="checkbox"/>		IT Ed.S.Portfolio- Fall 2013 Admissions	Instructional Technology Portfolio Ed.S.		Pending	Siegel, Stephanie
<input type="checkbox"/>		IT Ed.S.Portfolio- Fall 2013 Admissions	Instructional Technology Portfolio Ed.S.		Pending	Siegel, Stephanie
<input type="checkbox"/>		IT Ed.S.Portfolio- SP14 Admissions	Instructional Technology Portfolio Ed.S.		Pending	Siegel, Stephanie
<input type="checkbox"/>		IT Ed.S.Portfolio- Summer 2013 Admissions	Instructional Technology Portfolio Ed.S.		Pending	Siegel, Stephanie



4. Once you've clicked on the student's name, you will see a split-screen like this. The rubrics or other assessment tools you will fill out are on the right.

IT Ed.S.Portfolio- Fall 2013 Admissions | 7464 Designing Technology-Enhanced Instruction | Standards

IT Ed.S.Portfolio- Fall 2013 Admissions >

IT Ed.S.Portfolio- Fall 2013 Admissions

Portfolio Name	IT Ed.S.Portfolio- Fall 2013 Admissions
Description	

IT Ed.S.Portfolio- Fall 2013 Admissions

Student:

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Assessment Tools | Extensions | Feedback

Assessment Tools

🚩 = Pending Assessment Tools

Assessment Tool	Description	Last Update
MEDT 7464 (IT) Dispositions Rubric		
MEDT 7464 (IT) Diversity Rubric		
MEDT 7464 (IT) Quality of Service Rubric		

Submit | Close

5. Simply click on the rubric you wish to complete, and it will open in the right side of the split-screen.

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IT Ed.S.Portfolio- Fall 2013 Admissions >

IT Ed.S.Portfolio- Fall 2013 Admissions

Portfolio Name IT Ed.S.Portfolio- Fall 2013 Admissions

Description

Student: [redacted]

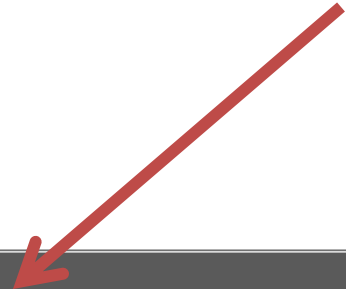
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Save Draft | [Cancel without Saving](#)

MEDT 7476 (IT) Dispositions Rubric

Rubric

Criterion	Performance Rating				Score
	Unacceptable	Developing	Proficient	Exemplary	
Professionalism: Time and Quality Management NA <input type="checkbox"/>	<input type="radio"/> 1 Completes work quickly with little attention to quality. Often procrastinates.	<input type="radio"/> 2 Meets work deadlines.	<input type="radio"/> 3 Frequently completes tasks on time. Work is consistently of sound quality, and meets all requirements.	<input type="radio"/> 4 Always completes tasks on time. Work is consistently of exceptional quality, going beyond what is expected.	<input type="text"/>
Professionalism: Professional Demeanor NA <input type="checkbox"/>	<input type="radio"/> 1 Demonstrates concern for self with little regard to feelings of others.	<input checked="" type="radio"/> 2 Interacts with others in a polite, courteous, professional manner.	<input type="radio"/> 3 Demonstrates concern and caring for others and is willing to help where needed.	<input type="radio"/> 4 Wants to make a difference with people. Genuinely cares for others. Respects others and treats them with high regard.	<input type="text"/>
Professionalism: Responsive and Adaptive NA <input type="checkbox"/>	<input type="radio"/> 1 Disregards or refutes feedback. Argues with those who attempt to give constructive feedback or listens and ignores it.	<input type="radio"/> 2 Accepts feedback from others but frequently challenges constructive feedback.	<input type="radio"/> 3 Uses feedback to enhance learning and to improve professional skills.	<input type="radio"/> 4 Seeks feedback from a variety of sources and uses it constructively.	<input type="text"/>



6. Click on the radio buttons to record your scores, then click on the SAVE DRAFT at the bottom of the rubric.

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IT Ed.S.Portfolio- Fall 2013 Admissions >

IT Ed.S.Portfolio- Fall 2013 Admissions

Portfolio Name	IT Ed.S.Portfolio- Fall 2013 Admissions
Description	

	Scores of all individuals	Which all individuals can actively participate.			
Fairness: Equity in all Settings NA <input type="checkbox"/>	<input type="radio"/> 1 Usually interacts with others who are of similar ability (physical, cognitive, emotional), race, gender, and/or ethnicity. Rarely interacts with those different from himself/herself. Demonstrates rude behavior or makes discriminatory remarks toward those who differ in race, gender, ability, sexual orientation or culture.	<input type="radio"/> 2 Accepts others despite differences in race, gender, ability, sexual orientation or culture. Interacts with others in a polite, courteous manner. Demonstrates concern and caring for others.	<input type="radio"/> 3 Willingly works with diverse populations in diverse settings. Supports the inclusion of multiple perspectives, cultures, experiences and values.	<input type="radio"/> 4 Actively seeks situations which require working with diverse populations. Is committed to the inclusion of multiple perspectives, cultures, experiences and values.	<input type="text"/>
Collaboration: Interactions with Others NA <input type="checkbox"/>	<input type="radio"/> 1 Rarely participates in discussions or activities. Puts forth minimal effort, fails to do fair share of work. Expects others to work around his/her schedule. Looks down on work of others. Complains others are not working, and is unwilling to accept suggestions from others.	<input type="radio"/> 2 Participates in discussions or activities. Works with others and does fair share of work. Accepts responsibility. Attends meetings. Open to ideas of others, and accepts decisions made by others without complaint.	<input type="radio"/> 3 Actively engages in discussions and activities. Completes work on time with attention to detail and thoughtful analysis. Contributes ideas and efforts to collaborative work. Relates well to others and promotes success.	<input type="radio"/> 4 Promotes collaborative goals by contributing above and beyond expectations. Actively solicits ideas from others. Willingly contributes necessary time and effort to collaborative activities to ensure quality of instruction.	<input type="text"/>
Total Score: <input type="text"/>					

Calculate Scores

Save Draft [Cancel without Saving](#)

7. This will bring you back out to your split-screen view, and you can move on to other rubrics when ready. When *all* rubrics have been completed, you can click the SUBMIT button to finalize everything in the system. The SUBMIT button will not work if even one rubric has not been completed. You will notice that when you work on a rubric, save it, and come back out to the split screen, the red flag will be gone (I didn't do that in this example so that this account wouldn't show incorrect records).

The screenshot displays a split-screen interface for the Tk20 system. The left pane shows the portfolio details for 'IT Ed.S.Portfolio- Fall 2013 Admissions'. The right pane shows the 'Assessment Tools' section with a table of rubrics and a 'Submit' button highlighted by a red arrow.

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IT Ed.S.Portfolio- Fall 2013 Admissions

Portfolio Name IT Ed.S.Portfolio- Fall 2013 Admissions

Description

IT Ed.S.Portfolio- Fall 2013 Admissions

Student:

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Assessment Tools

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Assessment Tool	Description	Last Update
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MEDT 7464 (IT) Diversity Rubric		
MEDT 7464 (IT) Quality of Service Rubric		

[Submit](#) [Close](#)

If you have any questions about how to navigate Tk20, or any other technical questions, please contact the Tk20 Unit Administrator Stephanie Siegel at Tk20@westga.edu or 678-839-6104.